



NAVY ENVIRONMENTAL HEALTH CENTER ENVIRONMENTAL PROGRAMS DIRECTORATE

Health and Safety Plan Checklist

Enclosed is the latest version of the Health and Safety Plan Review Checklist, which replaces all previous versions. The checklist is a useful tool to assist you in developing and evaluating site-specific health and safety plans. A qualified safety and health specialist and/or an industrial hygienist should carefully review each plan.

Since the last revision, several changes have been made.

- First, we have added references from the U.S. Army Corps of Engineers Safety and Health Manual, EM 385-1-1. This manual is used as a reference at virtually all government managed construction sites.
- Second, we eliminated checklist items that are not required to be in the site-specific health and safety plan itself because they are integral to the contractor's overall health and safety program. These include, but are not limited to, respiratory protection, hazard communication, and hearing conservation programs.
- Finally, we reduced the amount of space for comments. If more space is needed for comments, we suggest attaching additional pages, as necessary, or using the backs of pages.

Please note that the checklist represents the minimum regulatory requirements for a site-specific health and safety plan. The checklist cannot take the place of knowledgeable and experienced professional safety specialists and industrial hygienists. Also, please note that there is no right or wrong order for a site-specific health and safety plan so the checklist should not be interpreted as creating a specific organizational system.

We hope the checklist is useful to you. Please feel free to share it with others, including your contractors. Copies are available from NEHC's Internet site <http://www-nehc.med.navy.mil>, or, by telephoning [REDACTED] We welcome suggestions for improvement on any aspect of the checklist. [REDACTED]

Site-Specific Health and Safety Plan Review

Location: _____

Command: _____

Site: _____

Work Description: _____

Document Date: _____

Prepared For: _____

Contractor: _____

Contract Number: _____

Reviewed By: _____

The following information is required in a site-specific health and safety plan (HASP) by:

- (1) OSHA, 1910.120 and 1926.65
- (2) The Navy/Marine Corps Installation Restoration (IR) Manual, and/or
- (3) The U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 381-1-1.

Please note that the Checklist represents the minimum regulatory requirements for a site-specific health and safety plan. It cannot take the place of the knowledge and experience of professional safety specialists and industrial hygienists. Also, please note that there is no right or wrong order for a site-specific health and safety plan. The Checklist should not be interpreted as a required organizational system for the document.

1. Names of key personnel and health and safety personnel. <u>Regulatory Reference:</u> 1910.120(b)(2), 1926.65(b)(2) and EM 385-1-1, Sect. 28.B	
a. Are key personnel identified in the HASP? Comment:	
b. Are health and safety personnel, including alternates, identified in the HASP? Comment:	
2. Has a site-specific safety & health risk analysis been accomplished for each site task and operation found in the work plan? <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(A), 1926.65(b)(4)(ii)(A) and EM 385-1-1, Sect 28.A.02 & 28.C	
a. Does the HASP address methods to deal with potential safety problems on the site? Comment:	
b. Has an adequate risk analysis for each site task and operation been provided? Comment:	
c. Does the risk analysis include as a minimum: Chemicals of concern Affected media Concentrations Potential routes of exposure Associated health effects Comment:	
d. Are appropriate levels of PPE identified for each site task and operation? Comment:	
3. Employee Training <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(B) and 1926.65(b)(4)(ii)(B) - these refer to specific requirements found in 1910.120(e), 1926.65(e), IR Chap 11, and EM 385-1-1, Sect 28.A.03/.04, 28.D.01/.02/.03	
a. Does the HASP indicate that all on-site employees meet appropriate training requirements? <u>Regulatory Reference:</u> Certificates are to be provided per 1910.120(e)(6), 1910.65(e)(6), IR 11.4, and EM 385-1-1, Sect 28.D.01 Comment:	

<p>b. Have all on-site employees received initial 40-hour training? Are certificates either provided or available upon request? <u>Regulatory Reference:</u> 1910.120(e)(3), 1926.65(e)(3), IR 11.4, 11.9, and EM-385-1-1, Sect. 28.D.02 Comment:</p>	
<p>c. Do all supervisory personnel have 8-hour supervisory training? Are certificates provided or provisions for the certificates being provided on-site? <u>Regulatory Reference:</u> 1910.120(e)(4), 1926.65(e)(4), IR 11.4, 11.9, and EM-385-1-1, Sect. 28.D.02 Comment:</p>	
<p>d. Do all employees working on-site have a minimum of three days actual field experience under the direction of a skilled supervisor? <u>Regulatory Reference:</u> 1910.120(e)(3)(i), 1926.65(e)(3)(i), IR 11.4, and EM-385-1-1, Sect. 28.D.01 Comment:</p>	
<p>e. Is refresher training current? Are certificates provided or provisions made for the certificates to be provided on-site? <u>Regulatory Reference:</u> 1910.120(e)(8), 1926.65(e)(8), IR 11.4, 11.9, and EM-385-1-1, Sect 28.D.02 Comment:</p>	
<p>f. Have employees been trained to recognize the symptoms and signs of over-exposure to chemical hazards? <u>Regulatory Reference:</u> 1910.120(c)(8), 1926.65(c)(8), and EM-385-1-1, Sect 28.D.03.f Comment:</p>	
<p>g. Have employees been trained in First Aid/CPR as necessary? <u>Regulatory Reference:</u> 1926.50(c), and EM-385-1-1, Sect 28.A Comment:</p>	
<p>h. Have the chemical/physical/toxicological properties of each substance been identified and communicated to the employee? <u>Regulatory Reference:</u> 1910.120(c)(8), 1926.65.(c)(8), and EM-385-1-1, Sect 28.A.03.a Comment:</p>	
<p>4. Personnel Protective Equipment (PPE) <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(C), 1926.65(b)(4)(ii)(C) - these refer to more specific requirements found in 1910.120(g)(5), 65(g)(5). Also, IR Manual 12.7 and EM-385-1-1, Sect 28.E A written program must address the following:</p>	
<p>a. Has the PPE been selected based upon the site hazards? <u>Regulatory Reference:</u> 1910.120(g)(5)(i), 1926.65(g)(5)(i), IR 12.7.1, and EM-385-1-1, Sect 28.E.01.a Comment:</p>	
<p>b. Has the use and limitations of the PPE been described? <u>Regulatory Reference:</u> 1910.120(g)(5)(ii), 1926.65(g)(5)(ii), IR 12.7, and EM-385-1-1, Sect 28.E.01.b Comment:</p>	
<p>c. Has the work mission duration been described? <u>Regulatory Reference:</u> 1910.120(g)(5)(iii), 1926.65(g)(5)(iii), and EM-385-1-1, Sect 28.E.01.c Comment:</p>	
<p>d. Have decontamination and disposal procedures been established? <u>Regulatory Reference:</u> 1910.120(g)(5)(iv), 1926.65(g)(5)(v), IR 12.7, and EM-385-1-1, Sect 28.E.01.e Comment:</p>	

e. Have employees been properly fitted with the PPE and trained in its use? <u>Regulatory Reference:</u> 1910.120(g)(5)(vi), 1926.65(g)(5)(vi), IR 11.4.1, 12.7, and EM-385-1-1, Sect 28.E.01.f Comment:	
f. Have employees been trained in proper donning and doffing procedures? <u>Regulatory Reference:</u> 1910.120(g)(5)(vii), 1926.65(g)(5)(vii), IR 11.4.1, 12.7, and EM-385-1-1, Sect 28.E.01.g Comment:	
g. Have inspection procedures been established? <u>Regulatory Reference:</u> 1910.120(g)(5)(viii), 1926.65(g)(5)(viii), IR 12.7, and EM-385-1-1, Sect 28.E.01.h Comment:	
h. Are procedures established to monitor the effectiveness of the PPE program? <u>Regulatory Reference:</u> 1910.120(g)(5)(ix), 1926.65(g)(5)(ix), IR 12.7, and EM-385-1-1, Sect 28.E.01.i Comment:	
i. Are provisions for limitations of use of the PPE in temperature extremes and for heat stress described? Are other appropriate medical considerations included, such as heart disease or claustrophobia? <u>Regulatory Reference:</u> 1910.120(g)(5)(x), 1926.65(g)(5)(x), IR 12.7.1, and EM-385-1-1, Sect 28.E.01.j Comment:	
5. Medical Surveillance <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(D) and 1926.65(b)(4)(ii)(D) - these refer to specific requirements found in 1910.120(f) and 1910.65(f). Also, IR Manual 12.4 and EM-385-1-1, Sect 28.A.06 The HASP must include site-specific medical monitoring provisions. This should include respirator clearance exams as well as other tests specified by the examining physician after he/she reviews the site-specific information.	
a. Have site-specific medical surveillance requirements been included in the HASP? Has all necessary information been provided to the physician? <u>Regulatory Reference:</u> 1910.120(f)(6), 1926.65(f)(6) and IR 12.4.5 Comment:	
b. Was the examination performed by or under the supervision of a board certified occupational medicine physician? <u>Regulatory Reference:</u> IR 12.4.4 Comment:	
6. Air Monitoring <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(E) and 1926.65(b)(4)(ii)(E) - these refer to more specific comments found in 1910.120(h) and 1926.65(h), also IR Manual 12.6, EM-385-1-1, Sect 28.F	
a. Does the HASP include the frequency and types of air monitoring? <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(E), (h)(3), 1926.65(b)(4)(ii)(E) and (h)(3), IR 12.1, and EM-385-1-1, Sect 28.F.02 Comment:	
b. Does the HASP describe methods for personal monitoring? <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(E), 1926.65(b)(4)(ii)(E), IR 12.1, and EM-385-1-1, Sect 28.F.03 Comment:	

<p>c. Does the HASP describe environmental monitoring? <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(E), 1926.65(b)(4)(ii)(E), and EM-385-1-1, Sect 28.F.01 Comment:</p>	
<p>d. Are the various types of instrumentation for site sampling described as well as methods for maintenance and calibration? <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(E), 1926.65(b)(4)(ii)(E), and EM-385-1-1, Sect 28.F.01 Comment:</p>	
<p>7. Site Control <u>Regulatory Reference:</u> 1910.120 (b)(4)(ii)(F) and 1926.65(b)(4)(ii)(F) - these refer to specific requirements found in 1910.120(d) and 1926.65(d), IR 12.1, and EM-385-1-1, Sect 28.B.02 The following items must be contained in the site control section of the HASP:</p>	
<p>a. Is a site description and map provided to include size, location, etc.? <u>Regulatory Reference:</u> 1910.120(d)(3), 1926.65(d)(3), and EM-385-1-1, Sect 28.B.02.a Comment:</p>	
<p>b. Have site work zones been established? <u>Regulatory Reference:</u> 1910.120(d)(3), 1926.65(d)(3), and EM-385-1-1, Sect 28.B.02.a Comment:</p>	
<p>c. Is a "buddy system" established? <u>Regulatory Reference:</u> 1910.120(d)(3), 1926.65(d)(3), and EM-385-1-1, Sect 28.B.02.b Comment:</p>	
<p>d. Have type(s) of site communications, including alerting means for emergencies, been described? <u>Regulatory Reference:</u> 1910.120(d)(3), 1926.65(d)(3), IR 12.3.2, and EM-385-1-1, Sect 28.B.02.c Comment:</p>	
<p>e. Are safe operating procedures or safe work practices described? <u>Regulatory Reference:</u> 1910.120(d)(3), 1926.65(d)(3), see IR 12.3 for specific SOPs, and EM-385-1-1, Sect 28.B.02.d Comment:</p>	
<p>f. Has the nearest medical assistance source been described, civilian <u>and</u> military (as appropriate)? <u>Regulatory Reference:</u> 1910.120(d)(3), 1926.65(d)(3), IR 12.8.1, 12.8.4, and EM-385-1-1, Sect 28.B.02.e Comment:</p>	
<p>8. Emergency Response Plan <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(H), 1926.65(b)(4)(ii)(H), IR 12.8, and EM-385-1-1, Sect 28.J - these refer to specific requirements found in 1910.120(l), .65(1), IR 12, and Sect 28.J. The plan should provide sufficient detail to ensure prompt, safe mitigation of potential site emergencies. The plan should indicate how emergencies would be handled at the site and how the risks associated with a response would be minimized. Specific Department of the Navy arrangements should be explicitly stated; in particular, identify any involvement with the Navy Medical Department. The reviewer should verify emergency telephone numbers listed in the plan.</p>	
<p>a. Has pre-emergency planning been completed? State/Local/Local Emergency Planning Committee Navy On Scene Coordinator/Navy On Scene Commander (NOSC/NOSCDR) Hazardous Materials Team Medical Treatment Facility (MTF) Ambulance</p>	

<p>Navy Medical Department Regional Poison Control Center Agency for Toxic Substances & Disease Registry Other</p> <p><u>Regulatory Reference:</u> 1910.120(l)(2)(i), 1926.65(1)(2)(i), IR 12.8.1, and 385-1-1, Sect 28.J.02</p> <p>Comment:</p>	
<p>b. Have personnel roles, lines of authority and communications been established?</p> <p><u>Regulatory Reference:</u> 1910.120(l)(2)(ii), 1926.65(1)(2)(ii), IR 12.8.3, and 385-1-1, Sect 28.J.02</p> <p>Comment:</p>	
<p>c. Is emergency recognition and prevention discussed?</p> <p><u>Regulatory Reference:</u> 1910.120(l)(2)(iii), 1926.65(1)(2)(iii), IR 12.8.1, and 385-1-1, Sect 28.J.02</p> <p>Comment:</p>	
<p>d. Have safe distances and places of refuge been described by specific maps and written descriptions provided for each site?</p> <p><u>Regulatory Reference:</u> 1910.120(l)(2)(iv), 1926.65(1)(2)(iv), IR 12.8.1, and 385-1-1, Sect 28.J.02</p> <p>Comment:</p>	
<p>e. Have site security and control measures been described?</p> <p><u>Regulatory Reference:</u> 1910.120(l)(2)(v), 1926.65(1)(2)(v), IR 12.8.1, and 385-1-1, Sect 28.J.02</p> <p>Comment:</p>	
<p>f. Have evacuation routes and procedures been described by specific maps and written descriptions provided for each site? Does this include the route to the MTF?</p> <p><u>Regulatory Reference:</u> 1910.120(l)(2)(vi), 1926.65(l)(2)(vi), IR 12.8.1, 12.8.4, and 385-1-1, Sect 28.J.02</p> <p>Comment:</p>	
<p>g. Are decontamination measures, not discussed elsewhere in the HASP, described? Is the priority for field decontamination vice emergent medical assistance discussed?</p> <p><u>Regulatory Reference:</u> 1910.120(l)(2)(vii), 1926.65(1)(2)(vii), IR 12.8.4, and 385-1-1, Sect 28.J.02</p> <p>Comment:</p>	
<p>h. Have provisions for emergency medical treatment and first aid been established?</p> <p>Who is providing the assistance?</p> <p>Civilian MTF?</p> <p>Civilian Ambulance?</p> <p>Navy MTF?</p> <p>Navy Ambulance?</p> <p>Are these facilities equipped and personnel trained?</p> <p><u>Regulatory Reference:</u> 1910.120(l)(2)(viii), 1926.65(1)(2)(viii), IR 12.8.1, 12.8.4, and 385-1-1, Sect 28.J.02</p> <p>Comment:</p>	
<p>i. Has information on the chemical hazard(s) been provided to the MTF/ambulance personnel?</p> <p><u>Regulatory Reference:</u> IR 12.8.4, and 385-1-1, Sect 28.J.02.I</p> <p>Comment:</p>	
<p>j. Have emergency alerting and response procedures been established?</p> <p><u>Regulatory Reference:</u> 1910.120(l)(2)(ix), 1926.65(1)(2)(ix), IR 12.8.1, and 385-1-1, Sect 28.J.02 & .07</p> <p>Comment:</p>	

<p>k. Are the telephone numbers listed for emergency response correct? <u>Regulatory Reference:</u> 1910.120(l)(2)(ix), 1926.65(1)(2)(ix), IR 12.8.1, 12.8.4, and 385-1-1, Sect 28.J.04 Comment:</p>	
<p>l. Are the site topography, layout, and prevailing weather conditions described? <u>Regulatory Reference:</u> 1910.120(l)(3)(i)(A), 1926.65(1)(3)(i)(A), 12.8.2, and 385-1-1, Sect 28.J.02 Comment:</p>	
<p>m. Are PPE and emergency equipment provided and their location clearly indicated? <u>Regulatory Reference:</u> 1910.120(l)(2)(xi), 1926.65(1)(2)(xi), IR 12.8.1, and 385-1-1, Sect 28.J.02.k Comment:</p>	
<p>n. Are procedures to report incidents to Local, State, Navy, and other authorities listed? <u>Regulatory Reference:</u> 1910.120(l)(3)(i)(B), 1926.65(1)(3)(i)(B), IR 12.8.2, and 385-1-1, Sect 28.J.02 Comment:</p>	
<p>o. Are procedures to rehearse the plan included? <u>Regulatory Reference:</u> 1910.120(l)(3)(iv), 1926.65(1)(3)(iv), IR 12.8.2, and 385-1-1, Sect 28.J.05 Comment:</p>	
<p>p. Are procedures to review and update the plan included? <u>Regulatory Reference:</u> 1910.120(l)(3)(v), 1926.65(1)(3)(v), IR 12.8.2, and 385-1-1, Sect 28.J.06 Comment:</p>	
<p>q. Are procedures to evaluate and critique emergency response and follow-up included? <u>Regulatory Reference:</u> 1910.120(l)(2)(x), 1926.65(1)(2)(x), IR 12.8.1, 12.8.2, and 385-1-1, Sect 28.J.02.j Comment:</p>	
<p>9. Confined Space Entry Procedures <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(I), 1926.65(b)(4)(ii)(I), and 385-1-1, Sect 28.B.01 & Table 28-1 If these are required, they must be in accordance with 1910.120(j)(9), 1910.146 and 1926.65(j)(9) Comment:</p>	
<p>10. Spill Containment Program <u>Regulatory Reference:</u> 1910.120(b)(4)(ii)(J), 1926.65(b)(4)(ii)(J) - these refer to specific requirements in 1910.120(j), 1926.65(j), IR 12.1, and EM-385-1-1, Sect 28.G & 28.H Elements to be potentially addressed include: Drum and container handling Opening of drums Material handling equipment Radioactive wastes, Shock sensitive wastes Laboratory waste packs Sampling drum and container contents Shipping and transport of drums and containers Appropriate procedures for tank and vault entry</p>	
<p>a. Does the HASP contain a section discussing site-specific spill containment procedures? Comment:</p>	

11. Decontamination Procedures <u>Regulatory Reference:</u> 1910.120(k), 1926.65(k), IR 12.1, and 385-1-1, Sect 28.I Decontamination procedures should be chosen based on site-specific contaminants.	
a. Does the HASP contain site-specific decontamination methods for personnel and for equipment? <u>Regulatory Reference:</u> 1910.120(k)(2)(i), 1910.120(k)(2)(ii), 1926.65(k)(2)(i) and 1926.65(k)(2)(ii), and 385-1-1, Sect 28.I.01 Comment:	
b. Are the decontamination methods appropriate for the site conditions and contaminants? <u>Regulatory Reference:</u> 1910.120(k)(i), 1926.65(k)(i), and 385-1-1, Sect 28.I.01 Comment:	
c. Are decontamination methods monitored by the site safety and health supervisor to determine their effectiveness? <u>Regulatory Reference:</u> 1910.120(k)(iv) and 1926.65(k)(iv), and 385-1-1, Sect 28.I.03 Comment:	
12. Bloodborne Pathogens (29 CFR 1910.1030)	
a. Is there a Bloodborne Pathogens Program? <u>Regulatory Reference:</u> 1910.1030(e) Comment:	